

**1** General Info. & Kick-off Mtg.**General Information**

The Green Permit Process offers qualifying projects an expedited permit process and possibly a reduction of the permit fees.

Requirements:

- ☐ Commercial projects must earn certification within the LEED rating system
- ☐ Smaller Residential projects must earn certification under the Chicago Green Homes Program checklist based rating system or LEED for Homes
- ☐ Green Menu Items – Projects must utilize certain green strategies or green technologies to qualify

STEP 1A**Kick-off Meeting**

- ☐ Applicant emails the Green Permit Meeting request form to request a Kick-off Meeting
- ☐ Meeting held in Rm 906 at 121 N. LaSalle
- ☐ The DOB Green Project Administrator (PA) will lead the meeting
- ☐ Owner brings a preliminary set of construction plans
- ☐ Review scope of work & create a permit timeline
- ☐ Verify if submission will be electronic or paper based

2 Preliminary Mtg. & Intake Appointment**STEP 2A****Preliminary Meeting**

- ☐ Applicant emails the Green Permit Meeting request form to request a Preliminary Meeting
- ☐ In Rm 906 at 121 N. LaSalle
- ☐ The DOB Green Project Administrator and Consultant Reviewer will lead the meeting
- ☐ Owner brings a 50% complete half-size set of construction plans and a digital copy of plans and required green documents on CD
- ☐ Discuss scope of work, green technologies, and critical path
- ☐ Discuss Zoning implications
- ☐ Allow 4-6 weeks to confirm project eligibility prior to the Intake Appointment

STEP 2B (If applicable)**Preparation**

- Obtain or initiate the following items prior to the Intake Appointment:
- ☐ CDOT Information Retrieval Request (utility search)
 - ☐ Structural Peer Review Report
 - ☐ Fee Waiver Ordinance
 - ☐ Use of Public Way Ordinance
 - ☐ Administrative Relief Request
 - ☐ Driveway Permit Application
 - ☐ BuzzSaw training & online access is required for electronic submissions

STEP 2C**Intake Appointment**

- ☐ Scheduled with DOB Green PA, held in Rm 906 at 121 N. LaSalle
- ☐ Preliminary Zoning Review
- ☐ Identify existing bldg. violations
- ☐ Review plans & application forms for completeness
- ☐ Process permit application in computer; identify & log initial corrections, apply labels to plans
- ☐ Route plans as required to other departments
- ☐ Route plans to DOB technical plan examiners or Consultant Reviewers to begin plan reviews

3 Reviews by Other Departments**STEP 3A** (If applicable)**Landscape Review - Department of Zoning & Land Use Planning (DZLUP)**

- ☐ The Applicant shall obtain a Landscape Review if the Chicago Landscape Ordinance applies

STEP 3B (If applicable)**Landmarks (DZLUP)**

- ☐ Obtain a Landmarks Review if a landmark building or district
- ☐ Routed by the DOB Green PA

STEP 3C (If applicable)**Planning & Policy Div. (DZLUP)**

- ☐ Lakefront Protection District
- ☐ Plan Developments (Short Form & Part II Reviews)
- ☐ Routed by the DOB Green PA

4 Technical Plan Reviews**STEP 4A****Technical Plan Reviews**

- ☐ Zoning
- ☐ Architecture
- ☐ Ventilation
- ☐ Plumbing
- ☐ Electrical
- ☐ Refrigeration
- ☐ Fire Prevention
- ☐ Structural
- ☐ Environmental
- ☐ Accessibility
- ☐ Food Protection
- ☐ Storm Water Management
- ☐ Office of Underground Coordination – Existing Facility Protection Process (deep Foundations)

STEP 4B**Check Status & Corrections**

- ☐ "Search Permit Status" online www.cityofchicago.org/buildings and print the plan corrections
- ☐ The DOB Green PA will alert the architect once all initial plan reviews have been performed

5 Plan Review Corrections**STEP 5A** (If applicable)**Request Code Variance**

- ☐ Administrative Relief Request
- ☐ Building Board of Appeals
- ☐ Committee on Standards & Tests

STEP 5B**Certified Corrections Program**

(All Licensed Architects qualify)

- ☐ If not prohibited by Plan Examiner's comments
- ☐ Assembly, Institutional and Hazardous occupancies & non-residential government projects ARE NOT ELIGIBLE
- ☐ Submit Professional of Record Certification Statement, Owner/Tenant Certification Statement, & Hold Harmless Letter
- ☐ Add a new sheet w/ itemized corrections & the Certification Statement behind the cover sheet
- ☐ Professionals of Record shall bubble, initial & date all plan corrections on all sheets

STEP 5C**Open Plan Review (OPR)**

- ☐ Request an OPR appointment with the DOB Green PA
- ☐ The Professionals of Record are allowed to attend OPR to meet with the plan examiners with goal of obtaining approval on all plan corrections

6 Final Review**STEP 6A****Final Review**

- The DOB Green PA will:
- ☐ Verify that the plans and application forms are complete
 - ☐ Perform the final Zoning Review & approval
 - ☐ Tabulate the permit fee & inform applicant of the amount
 - ☐ Verify technical plan reviews are approved and existing building violations are addressed
 - ☐ Stamp the approval on plans
 - ☐ Trigger email to architect when plans & permit are approved and ready for payment & pick-up

7 Permit Issuance & Inspections**STEP 7A****Building Permit Issued**

- ☐ Applicant pays the permit fee and obtains the permit certificate at the Dept. of Revenue window in Rm 906 at 121 N. La Salle.
- ☐ Applicant contacts the DOB PA to obtain the approved plans in Rm 906 at 121 N. La Salle.

STEP 7B**Field Inspections**

- ☐ Request all inspections on-line www.cityofchicago.org/buildings